

Services/Activities Inventory

Department: Elections

List those services provided to the citizens by this department. Do not list routine tasks that support functions within the department; i.e., checking the mail.

1. Fairly and efficiently conduct elections in accordance with state and federal laws.
2. Provide voter registration to all citizens in the County and throughout the Commonwealth of Virginia.
3. Provide registration applications and education on the election process and absentee voting to Roanoke County High School students.
4. Speak to clubs and civic leagues regarding the process and accept voter registration applications.
5. Demonstration of voting equipment on RVTV for all citizens.
6. Work with citizens who seek public office by providing information and procedures to secure a place on the ballot.
7. Inform citizens about the absentee voting process so they can vote if they are unable to go to the polls on Election Day.
8. Extend office hours for two Saturdays to accommodate people who need to vote absentee before any election.
9. Check and file all campaign finance reports from candidates.
10. Provide a voter card for all registered voters with the location of their voting precinct as well as their Senate, Congressional and Legislative districts.